

LEGAL NOTICE

Town of North Stonington
Request for Qualifications/Proposals

Architectural and Engineering Design Services for:
Wheeler Middle and High School
North Stonington Elementary School
and
The North Stonington Board of Education Facility.

The Town of North Stonington is requesting qualifications and proposal statements from experienced architectural firms for professional services related to the renovations and additions at Wheeler Middle and High School, North Stonington Elementary School and the roof replacement at the Board of Education. The successful firm must have demonstrated extensive experience in all facets of architecture design for PK-12 educational facilities, including experience in school design projects involving both new construction and renovation and extension projects. In depth experience in the State of Connecticut School Construction Grant Process is also required.

All qualification and proposals statements must be submitted in accordance with the RFQ/P, which are available in the Town Hall, 40 Main Street, North Stonington, Connecticut 06359 and on the town's website-www.northstoningtonct.gov. Ten (10) copies of the qualification and proposal statements will addressed to Selectmen's Office, 40 Main Street, North Stonington, Connecticut 06359, Attn: Mike Urgo, School Modernization Project Committee Chairman and will be received until 2:30 p.m. on July 20, 2016. After review of all qualifications, including fee, the Town of North Stonington reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of North Stonington, Connecticut.

A mandatory pre-proposal walk through is scheduled at 2:30 PM starting at the high school entrance lobby, 298 Norwich Westerly Road, on 7/11/16. All questions or comments regarding this solicitation package must be submitted to Selectmen's Office, via email - selectmen@northstoningtonct.gov by 3:00PM on 7/13/16.

Shawn P. Murphy
First Selectman

TOWN OF NORTH STONINGTON

REQUEST FOR PROPOSALS

NORTH STONINGTON SCHOOLS ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

I. GENERAL INFORMATION

The Town of North Stonington is requesting qualification statements from experienced architectural firms for professional services for Wheeler Middle and High School, North Stonington Elementary School and The roof replacement at the Board of Education, as described in the scope of services below

A. Wheeler Middle and High School Improvements: (1) an approximately 44,250 square feet two level addition at the gymnasium building on the west side of Route 2, that will accommodate: classrooms, science labs, art studios, graphic and CADD labs, Special education classrooms and support spaces, a multipurpose space to support the chorus program, business labs and classrooms, a cafeteria and servery, media center, student and faculty toilets and infrastructure spaces for circulation, storage and mechanical, electrical and plumbing systems; (2) Improvements within the existing gymnasium building will include: the renovation of the gymnasium including storage, locker rooms, public toilets, stage and a lobby/circulation space, administrative offices, nurse/health clinic, offices and the band room and related storage and practice rooms; (3) various building systems improvements including: replacement of all mechanical, electrical, plumbing, and fire protections systems and infrastructure; security and communication systems upgrades; energy conservation improvements including exterior wall, door, window, and roof replacement or updates; central air conditioning system installation throughout the building; and installation of an emergency generator and alternative energy High Performance building systems; (4) various code and ADA compliance improvements and renovations; (5) various site improvements including: septic system, separation of the bus/parent/student vehicular traffic circulation, and additional parking; (6) all demolition and HAZMAT remediation of portions of the existing middle and high school located on the east side of Route 2 comprising the 1950s and 1960s building along with the boiler room, kitchen and cafeteria spaces; and (7) related improvements and work.

Construction must meet State standard and codes for alteration and extension projects as per new school building construction standards of State of Connecticut.

- B. **North Stonington Elementary School Improvements:** (1) an approximately 2,600 square feet addition at the elementary school to accommodate the reconfiguration of central kitchen, server, cafeteria, multipurpose room/stage, and instructional programs; (2) improvements within the existing building will include: reconfiguring the gymnasium including storage, offices, student/public toilets, a lobby/circulation space, fully renovated classrooms and handicapped accessible toilets in the Pre-Kindergarten and Kindergarten classrooms; relocation of the art, music and technology program in a fully renovated space; relocation renovations and improvements of the media center and special education programs; renovations associated with the nurse/health clinic, administrative and guidance offices; and expansion and renovation of the cafeteria and kitchen; (3) various building systems improvements including replacement of all mechanical, electrical, plumbing, and fire protections systems and infrastructure; security and communication systems upgrades; energy conservation improvements including exterior wall, door, window, and roof replacement or updates; central air conditioning system installation throughout the building; and installation of an emergency generator and alternative energy systems; (4) various code and ADA compliance improvements and renovations; (5) various site improvements including separation of the bus/parent/student/parking and vehicular traffic circulation; accessibility to all site facilities; pavement resurfacing; physical education; and building access improvements; updating the site utility and drainage infrastructure; (6) all HAZMAT remediation; and (7) related improvements and work.

Construction must meet State standards and codes as per Renovate as New standards of State of Connecticut.

- C. **North Stonington Board of Education Central Office Roof Replacement and Other Improvements:** (1) removal and replacement of the roof in the area comprising the current main entry, the main office, media center, art room, classrooms up to the corridor leading to the elevator in the two story wing of the high school portion of the Wheeler Middle and High School, to be converted into the North Stonington Board of Education Office; (2) all HAZMAT remediation related to the roof replacement; and (3) related improvements and work.

II. **PROJECT BACKGROUND**

1. There have been several facility studies conducted for North Stonington Public Schools. A master plan which includes the Elementary, Middle and High School

as well as the Board of Education Central offices was completed in November of 2015 and a referendum based on the scope defined above was approved by the voters. The Facilities Study and Education Specifications were formulated and are available with the RFQ/P documents at the North Stonington Town Hall and town's website. The original building of Wheeler Middle School-High School was constructed in 1950 and there have been several additions. The last renovation was completed in 1995 which included limited renovations and additions at the elementary, middle high schools. The project, undertaken in 1995, included reproofing, code upgrades, interior upgrades to corridors, computer spaces, special needs space, library, kitchen and toilet facilities; new classrooms, administrative and guidance space to connected the two schools; as well as new gymnasium, performance and music facilities on the southwest side of Route 2 with a new tunnel for safe access across the State highway. Exterior walls and many classrooms remained untouched in this renovation and the electrical and heating systems were upgraded only on an as needed basis. Over the past six years additional improvements have been made to the boiler plants at each school and the chimneys have been replaced at the Central Office and Elementary school Facilities.

III. PROPOSAL QUALIFICATIONS AND SUBMISSION REQUIREMENTS

A. General Information and Proposed Staff – 12 Pages Maximum

- Letter of Introduction
- Provide general information on the firm
- Resumes– Architectural firm's principal in charge, Project Manager, Project Architect, Interior Designer, MEP Engineering Principal, Structural Engineer, Acoustical Engineer, Cost Estimator, Civil Engineer, and Landscape Architect. who will be in charge of the project and who will be directly responsible for the daily activities in the various fields - 1 Page per Individual 10 Pages Total **(One Page equals two sides of a sheet)**
- Provide a detailed organizational and estimated time commitment of each person assigned to the project.

B. Understanding of the Issues - 2 Pages Maximum

Describe your understanding of the issues facing The North Stonington Schools, possible solutions, and any critical issues that could affect a successful outcome.

C. Technical Approach – 4 Pages Maximum

Describe your vision of the school project process including:

- How your design process works
- Development of initial concepts
- Detailed schematic and design development phases
- Construction Documentation
- Bidding and delivery method
- Construction and project phasing
- Final delivery and closeout

D. Relevant Experience and References 15 Pages Maximum

Describe recent relevant experience including experience related to:

- Project Management Approach
- Experience with the Design and construction/renovation/extension of PK-12 schools consistent with Connecticut State Department of Education (SDOE) educational specifications.
- Understanding of the State of Connecticut School grant and construction process
- Experience with LEED or similar type of energy efficient design strategies.
- Approach to budget estimates and schedules
- Experience with phased projects
- Provide references for similar projects
- Relevant projects and the PK-12 Schools experience of the assigned team.
- Permanent modular construction

E. Fee – 2 Pages Maximum

Submit a Fee fixed fee for performing this work based on a project budget of \$38.55 Million and provide hourly labor rates and estimated hours. Provide a estimate for reimbursable costs. The design services will include the following:

- Architecture & Interior Design
- Mechanical, Electrical, Plumbing and Fire Protection
- Structural Engineering
- Civil Engineering
- Landscape Architecture
- Communication, Data and Security Systems
- Food Service

- Acoustical Design
- Coordination of the Owner's consultant
- Review of the estimate developed by the Construction Manager
- LEED or High Performance building documentation and submission
- Construction administration through project completion

The Town will contract directly for the HAZMAT, Survey, Geotechnical and Traffic consultants, inclusive of the approved project budget.

IV. EVALUATION CRITERIA

A. General Information and Proposed Staff.

- Experience of Principal and Project Manager with similar scope of services.
- Experience of project team with similar scope of services.
- Years staff has been assigned to similar scope of services.
- Reasonableness of proposed rates and fees.
- Availability and continuity of staff during the course of the agreement

B. Understanding of the Issues

- Demonstrated understanding of issues, including minimizing the impact on the education/school year, fluctuating enrollment, etc.
- Clear discussions of possible solutions
- Identification of critical issues that could affect a successful outcome

C. Technical Approach

- Discussion of the school project process is well organized and presented in a clear, concise and logical manner.
- Approach to phasing including a timeline that meets overall project timeline
- Construction efficiencies consistent with SDOE educational specifications

D. Relevant and/or Preferred Experience.

- Experience with renovations and expansion projects
- Experience in designing High schools.
- Recent experience in of State of Connecticut School Construction Grant process.
- Experience in abatement and demolition
- Multipurpose room design
- Renovation of existing facilities
- Experience with town and state funds
- Experience in permitting and town meetings
- Experience with permanent modular construction methods.

E. Recent Projects and References

- References that provide a high level of confidence in the Firm ability to perform.
- Proof of completion of similar educational projects within the projected scope and budget

V. SELECTION PROCESS

A. Initial Evaluation

The North Stonington Schools Building Committee, with support from District and Town staff, will evaluate the proposals and establish a list of finalists

B. Interviews

The School Modernization Project Committee may choose to interview up to four finalists in order of ranking. Firms selected for interview should allow approximately forty five minutes for the oral interview and fifteen minutes for a question and answer session. The Project Manager must lead the presentation before the Committee. Interviews may be conducted on dates to be determined. All interviews will be conducted in executive session.

C. Final Selection and Recommendation to Board of Selectmen

The Building Committee, will make a recommendation for award to the Board of Selectmen. The Town of North Stonington will negotiate a contract for the extent of services to be rendered based on the AIA B101 Standard form of agreement between the Owner and Architect.

VI. GENERAL CONDITIONS

- A. The Town of North Stonington reserves the right to accept or reject any or all Proposals. The Town of North Stonington shall be under no obligation to accept a Proposal if it is deemed to be in the best interest of the Town of North Stonington not to do so.
- B. The Committee will require the selected firm to investigate alternative construction methods and develop potential bid alternates.
- C. The Town of North Stonington is an equal opportunity employer and does not condone discrimination in its policies, practices and procedures on the basis of race, creed, color, national origin, age, sex, or handicap. We advise all Firms of our intent to negotiate business only with other equal

opportunity employers.

- D. Facsimile (FAX) and emailed proposals will not be accepted by the Town of North Stonington under any circumstances.
- E. The Town of North Stonington reserves the right to terminate the Contract between the Town and the Firm for any reason so as long as the Town gives the Firm at least 30 days written notice. The Town of North Stonington will pay for actual cost to date of termination; however, the Firm shall not be entitled to any profit on unfinished or unearned work.
- F. In order to provide the requested service to the Town, the selected respondent must be able to demonstrate it has the expertise, flexibility, and personnel available to successfully complete the project.
- G. The Town will only contract with one firm for all projects.
- H. The Town of North Stonington is exempt from payment of Connecticut Sales Taxes imposed by the State government. All lump sum cost estimates contained in the proposal will be considered as "not to exceed" figures by the Town.
- I. The proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, fax and telephone numbers.
- J. Services to be provided under this RFP shall only be provided after written authorization is received from the Town. The Town of North Stonington reserves the right to utilize some, all, or none of the various services outlined herein.
- K. All exceptions of the respondent to the terms and requirements of this Request for Proposal shall be made in writing and submitted in full with the qualification statement. For all other terms and requirements, submission of a qualification statement constitutes acceptance by the respondent.

- L. Costs and fees contained in the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Town and the respondent.
- M. The Town of North Stonington is not liable for any cost incurred for any purpose prior to the execution of a signed contract. Any oral agreement or arrangement made by any respondent with the Town or any employee shall be superseded by the written agreement. The Town reserves the right to amend, extend, curtail or otherwise change the terms of the resultant contract prior to execution, upon determination that such action will be to the advantage of the project effort. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific written authorization from the Building Committee.
- N. Submission of a proposal constitutes admission on the part of the respondent that the proposal submitted is not made in connection with any competing individual or firm submitting a separate response, and is in all respects fair and without collusion or fraud. It further constitutes admittance that the respondent did not participate in the Request for Proposals development process and had no knowledge of the specific contents of the Request for Proposals prior to its issuance, and that no employee of the Town participated directly or indirectly in the respondent's proposal preparation.
- O. The Architectural Engineering Consultant Design shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of North Stonington.
- P. Insurance - The successful respondent shall furnish a certificate of insurance to the Town for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall

specify that the Town of North Stonington will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided. The certificate of insurance shall contain the project description and name the Town of North Stonington as an additional insured for Commercial General Liability coverage.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$3,000,000 Each Occurrence
\$5,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$3,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes, minimum of \$1,000,000.
4. Professional Liability - Errors and Omissions.

\$2,000,000 Minimum